

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, September 10, 2015 in Room 365 of the Community Treatment Center – 3165 Gershwin Drive Green Bay, WI

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**Present:** Chairman Tom Lund  
Carole Andrews, Craig Huxford, Bill Clancy, Susan Hyland, Paula Laundrie

**Excused:** Helen Smits, JoAnn Grashberger

### **Also**

**Present:** Erik Pritzl, Executive Director  
Nancy Fennema, Director of Community Programs  
Luke Schubert, Hospital & Nursing Home Administrator  
Eric Johnson, Finance Manager  
Jenny Hoffman, Economic Support Services Administrator  
Chad Weininger, Director of Administration

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#### **1. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:15 pm.

#### **2. Approve/Modify Agenda:**

ANDREWS/HUXFORD moved to approve the agenda.  
The motion was passed unanimously.

#### **3. Approve Minutes of August 13, 2015 Human Services Board Meeting:**

LAUNDRIE/ANDREWS moved to approve the minutes dated August 13, 2015.  
The motion was passed unanimously.

#### **4. Executive Director's Report:**

Executive Director Pritzl handed out the 2014 Annual Report in lieu of a director's report.

HYLAND/ANDREWS moved to receive and place on file.  
Motion was carried unanimously.

#### **4. Review and Endorsement of Proposed 2016 Budget:**

The board members were mailed out draft budget packets prior to the meeting. Director Pritzl went through the highlights of the budget.

County Board Member Clancy entered at 5:24 p.m.

Finance Manager Johnson explained the budget charts and data graphs.

Q: Citizen Board Member Andrews asked if the year the state identified for our payments to match could be altered with any cost savings.

A: Director Pritzl stated that a prior year is used to benchmark the payment, but it is not the most recent year. Director Pritzl cited 2009 as a possible year that was designated, but will check the State memo on this. The transition benchmark is across the state and it cannot be changed due to efficiencies.

Q: Citizen Board Member Laundrie asked how we measure reducing 25% of the wait time.

A: Director Pritzl stated that the division manager put that together as a smart goal and has the plan for obtaining that goal.

Q: Citizen Board Member Laundrie asked which unit will be running the Teen PALS program.

A: Director of Community Programs Fennema stated that Independent Living and the current PALS program will be working on this initiative together.

Q: Citizen Board Member Laundrie asked what the criteria will be for the position working with jail inmates.

A: Director Pritzl stated that this will be a clinical therapist position. We will want them to understand when the needs of the client are exceeding what the community can deliver and practice higher intervention.

Q: Citizen Board Member Laundrie asked how we will accomplish awarding Foodshare immediately to clients.

A: ES Administrator Hoffman stated we are not adding any positions at this point. We will be shifting resources from scheduling appointments to on-demand in 2016.

Citizen Board Member Laundrie commented that when we look to evaluate physician compensation and billing practices, we should try to keep it in house versus utilizing a consulting firm.

Q: Citizen Board Member Huxford asked if the TAD grant funding is distributed through the Criminal Justice Coordinating Committee.

A: Director of Community Programs Fennema stated that the administration of that grant is between that committee as well as the department.

Q: County Board Member Clancy asked if we will have a drop in providers after the Family Care transition is completed.

A: Director Pritzl stated that the number of contracts administered will be reduced. Some providers will stay but their contracted amount will go down. Clients will be serviced the same based on their need. The MCOs will decide which vendors to work with.

Q: County Board Member Clancy asked if the new MCOs take care of juveniles or if the county still does.

A: Director Pritzl stated we, as the county, will continue to serve them.

Q: Citizen Board Member Andrews asked if the drug testing in ES is a cost that we will have to bear.

A: Director Pritzl stated that we do not know as of yet. The state departments have to apply for waivers from the federal government.

Citizen Board Member Andrews stated that if we end up instituting this program, a monthly report with the percentage of clients who tested positive would be appreciated.

Q: Chairman Lund asked if our contracted rates remained the same for the budget.

A: Director Pritzl stated we did not award an across the board increase for our providers. There were some increases on specific organizations. Finance Manager Johnson stated that providers do submit their annual budget which can include salary increases and we may or may not approve that.

Q: Citizen Board Member Laundrie asked how we ascertain what the contract money is going towards (how they are using it/turnover of staff).

A: Director Pritzl stated we required audits from our providers and our case managers are in their facilities regularly. Director of Community Programs Fennema added that any state concerns go right to our Contract Manager and we take any issues seriously.

HUXFORD/LAUNDRIE moved to approve the 2016 Human Services budget.  
Motion was carried unanimously.

#### **6. Administrator Report (CTC):**

The NPC monthly report and the QAPI summary report were submitted with the board packet agenda. CTC Administrator Schubert stated that our plan of correction audits have continued to show steady improvement and we have been in compliance. Schubert did state that we recently had to retract some job offers that were made due to the barrier in covering 12 hour shifts instead of paying overtime in excess of 8 hours. Schubert and Pritzl asked Board members if they were aware of exceptions for the Community Treatment Center related to overtime pay. Chairman Lund reported that there were changes to overtime pay conditions when Chapter 4 was put in place. An exception to what is in Chapter 4 was not brought before this Board. Citizen Board Member Andrews suggested looking into what the hospitals are doing. Director Pritzl stated that we will look at Chapter 4, Human Resources and Federal Labor standards and will bring back to the board a potential proposal if an exception is needed.

HYLAND/ANDREWS moved to receive and place on file.  
Motion was carried unanimously.

#### **7. Financial Report:**

A financial report was submitted with the board packet agenda.

LAUNDRIE/HYLAND moved to receive and place on file.  
Motion was carried unanimously.

#### **8. Statistical Reports:**

Please refer to the packet which includes this information.

#### **9. Approval for New Non-Continuous Vendor:**

Please refer to the packet which includes this information.

#### **10. Approval for New Vendor Contract:**

Please refer to the packet which includes this information.

CLANCY/ANDREWS moved to receive and place on file items 8, 9 & 10.  
Motion was carried unanimously.

**11. Other Matters:**

Next Meeting: Thursday, October 8 2015  
5:15 p.m. – Sophie Beaumont Board Room A

**12. Adjourn Business Meeting:**

HUXFORD/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:16 p.m.

Respectfully Submitted,

Kara Navin  
Office Manager